

Enterprise Human Resources and Payroll Deployment

#5 - CANCELLATIONS



What if I need to cancel the conversion row in EHRP?

- If the conversion row is the only OPM row in the employee's record, before performing the cancellation, you must enter the OPM NOA which was prior to conversion action. (The effective date on the employee's job code and position would need to be modified to reflect the effective date of that earlier action.) Then you may proceed to cancel the conversion action.

Should a user delete a row from the Employee Personnel Action Record (Administer Workforce) to cancel it?

- Users should **NEVER** delete a row from the Employee's Personnel Action Record. If an item needs to be removed from the employee's record, the Agency's Help PoC should log a ticket to make this request.

Should I insert a row when performing a 001 action?

- No, users must not insert rows when performing a 001 cancellation. The user must locate the row to be cancelled and then change the PAR Status to "CAN."